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MINUTES

MEDICAL STAFF CAREER SERVICE BOARD MEETING  
Wednesday, 8 June 1960

Present: C/MS - Chairman . . . . . Dr. Tietjen  
DC/MS - Voting Member . . . . .  
C/PS - Voting Member . . . . .  
C/CD - Voting Member . . . . .  
AC/OD - Voting Member . . . . .  
Personnel Placement Officer . . . . .  
C/SD - Executive Secretary . . . . .  
Secretary to C/MS - Recording Secretary . . . . .

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1. Minutes of Previous Meeting

The Executive Secretary requested a correction be made in Paragraph 7c of the Minutes of the Medical Staff Career Service Board Meeting of 4 May 1960 having to do with the competitive rankings of GS-8 personnel. In this connection, C/MS asked that, in the future, the Minutes not make reference to the individual rankings by the Competitive Evaluation Panel. With the exception of this correction, the Minutes were approved.

2. Resignation

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C/MS opened this discussion by informing the Members that [REDACTED] GS-9, Medical Technician, has tendered his resignation effective 30 June 1960. Mr. [REDACTED] has been with the Medical Staff for approximately nine years; he is near the top of a GS-9, and the Medical Staff has been informed there is little likelihood this position can be upgraded. Mr. [REDACTED] has performed well as Chief, Immunization Branch, and his personnel file contains many commendations. With regard to this matter, C/MS stated there are three alternative actions which might be taken: (a) Mr. [REDACTED] resignation could be accepted; (b) Mr. [REDACTED] could be promoted with the idea of utilizing his services in some other position at sometime in the future; or (c) an extraordinary exception might be made in order to retain his services in his present position at a higher grade. C/MS asked the Board to consider these alternatives and also to consider, in view of his loyal service, whether it wished to make an exception in this case in order to retain Mr. [REDACTED]s services. 25X1A9a

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After a lengthy discussion, the Members agreed that the position did not warrant upgrading in comparison with other positions within the Medical Staff. Notice was taken of the fact that Mr. [REDACTED] had remained 25X1A9a in his position for almost the entire period of his employment because of his outstanding ability to deal with people and also because he seemed content to remain there. However, during this period, he has lost his

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proficiency in laboratory techniques which are required for the higher-graded positions. It was, therefore, recognized that he could not compete for a GS-11 position without additional laboratory experience and technical training. Several adverse factors regarding the position itself were noted, including the shortage of clerical assistance and the location of the Branch. It was also noted that, if Mr. [REDACTED] should maintain his resignation, it will be difficult to find a replacement for him, although this was not considered an insolvable problem. 25X1A9a

At the end of this discussion, C/MS proposed Mr. [REDACTED] be informed that he does not qualify for promotion at this time and to provide him an opportunity to either maintain his resignation or to state if he is interested in further career development. If Mr. [REDACTED] withdraws his resignation under these conditions, he would remain in his present position until a satisfactory replacement has been obtained, at which time he would enter a training program designed to prepare him for a senior position overseas. Upon successful completion of this training, he would be considered, with other candidates, for a GS-11 position overseas. At the end of a 6-month period in such position, the comments of his supervisor would be elicited as to his performance and consideration would be given to his promotability to GS-11 in competition with other personnel. The Board Members accepted C/MS' proposal and the Executive Secretary was requested to prepare a memorandum to Mr. [REDACTED] to this effect which will be given him personally by C/MS. 25X1A9a

### 3. Assignments

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a. Medical Technician, GS-11, [REDACTED] C/MS stated this is a new position being established by DPD. On the basis of what is known about the position, C/MS has nominated [REDACTED] GS-9, Medical Technician, for this assignment as he feels [REDACTED] would be well qualified for the type of duties involved. However, C/MS pointed out that Mr. [REDACTED] is not now qualified for a GS-11 salary and it is doubtful that he will so qualify while on this assignment, although the reports of his current supervisor indicate his performance has improved considerably recently. The Members concurred in the assignment of Mr. [REDACTED] to this position. 25X1A9a

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b. Medical Technician, GS-9, [REDACTED] The Executive Secretary reviewed recent cable traffic on this position. On 26 May 1960, the Station was informed that [REDACTED] GS-6, Medical Technician, would arrive at [REDACTED] on 15 June 1960, as a replacement for [REDACTED]. On 31 May 1960, the field asked that the replacement be a senior individual with at least five years Agency experience and with administrative and supervisory ability. A cable has been drafted informing the field that a senior technician will not be available until September and asking if they would accept Mr. [REDACTED]. At DC/MS' suggestion, the cable will also ask if the position should not be upgraded 25X1A9a

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to GS-11 in view of the requirement for a senior technician. The Executive Secretary added the fact that it is planned to assign [REDACTED] 25X1A9a  
[REDACTED] to [REDACTED] sometime this Fall on his return from temporary assign-25X1A6  
ment at [REDACTED]

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4. Promotions

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a. [REDACTED] GS-9, Medical Technician (Supply). The Executive Secretary informed the Members of the receipt of a dispatch from [REDACTED] to the effect that the Promotion Panel approved the promotion of Mr. [REDACTED] to GS-10. The Executive Secretary recommended deferment of consideration of this promotion pending the results of the next competitive evaluation of GS-9 personnel; the Members concurred in this recommendation.

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b. [REDACTED], GS-6, Medical Technician. The Executive Secretary reviewed a request from the Chief Technician for the promotion of Mr. [REDACTED] to GS-7; this request was endorsed by C/CD. The Executive Secretary recommended approval of the promotion; the Members concurred.

5. Review of Fitness Report

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[REDACTED] GS-15, Medical Officer. C/MS noted the receipt of a most favorable report of Dr. [REDACTED] professional activities from his supervisor, Dr. [REDACTED]. This report was given to C/PS for his review and comment, if he so desires.

6. Review of Field Reassignment Questionnaires

The Executive Secretary reviewed briefly Field Reassignment Questionnaires submitted by the following personnel:

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[REDACTED], GS-9, Medical Technician  
[REDACTED] GS-7, Medical Technician

Both of these individuals have requested assignment to another field station on completion of their current tours. The Executive Secretary could not recommend future assignments at this time because of other pending personnel actions.

7. Request for Extension of Overseas Tour

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The Executive Secretary announced, for the information of the Members, that the request of [REDACTED] GS-11, Medical Service Officer, for extension of his tour at [REDACTED] from September 1960 to June 1961 has been approved. 25X1A6

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